

SATHAYE COLLEGE, JUNIOR COLLEGE, MUMBAI-400 057.

Filling online Pre-Admission form for Academic Year 2017-18

All students should note that they should fill up their admission form online. For this, they will have to log on to www.sathaye.college on the day of declaration of result date after 6.00 p.m.

The college website mentioned above has a stepwise easy to use procedure, which can be read by students before filling up the form. All students MUST bring all required documents at the time of admission. In order to fill up the above mentioned pre-admission form a student will need only, his/her UID No., which has been mentioned on his/her identity card / mark sheet of the previous year. e.g. If a student is taking admission to XII Commerce then he/she will have to use UID No. from XI Commerce –I card / marksheet.

Once a student follows the procedure given on the website, student will be able to successfully take a printout of the pre-admission form.

From this year college has started the system of online payment of fees. To avail of this system, a student will get online payment link on preview of pre-admission form. Students are advised to use online payment system as far as possible otherwise students can pay their fees in cash in the college office.

Thereafter, with the printout of pre-admission form and online-fee payment receipt, students are expected to come to college for completion of admission procedure as per the schedule declared by college. The students who will pay the fees in cash in college office will bring only the printout of pre-admission form.

The detailed instructions for filling up this online form are as follows.

Please Note : Only pre-admission form filling & payment of fees (optional) is online, rest of the procedure of admission is offline. (See the admission notice)

Step 1

Students are supposed to go sathaye.college web site, then go to students corner where a link titled “**Online Admission**” is available.

Step 2

Now, Online Login Form is displayed.

The students are supposed to Login by entering the UID No. mentioned on Identity Card or Marksheet in the window shown.

The Password is the same as the UID No.

Step 3

On First login the System will ask the user to change the password.

The password would be necessary for students for future additions in the Online Portal during their course in the College.

Step 4 – Admission Form Part 1

Firstly students should fill up the **Feedback form**, then only he/she can go to pre-admission form Part-I. In Part-I, all the students details, which are fed in the college system are displayed. Also the next possible class of admission is displayed automatically. Then students should fill up Adhar Card Number on online admission form. The students are not allowed to change Name, Sex, Date of Birth, Place of Birth, Religion, Category, Caste. If any changes in these fields are to be made then, please contact office after completion of admission procedure.

P.T.O.

Step 5 – Admission Form Part I Notification

If any student is from any of the reserved caste category then he / she would be guided to a notification, which the student has to read carefully and click on it saying, **“I have understood and agreed”**.

Step 6 – Admission Form Part II

If there is no change in address and mobile number, student can skip this stage. If there is any change, the student is supposed to enter his/her complete address with city pin code number and also after entering the Student Mobile Number & Guardian Mobile Number, the student should click on Send OTP (One Time Password). After click on sent OTP button, please wait for 5 minutes for receiving OTP number. OTP would be received from SCADMI (Sathaye College ADMIN). Enter the OTP in the given system and click on verify. On Successful Verification in the system a green tick would appear. **(ONLY IN CASE OF CHANGE OF MOBILE NUMBER)**

The student would not be able to print the form without verification of Mobile Number.

Step 7 – Admission Form Part III

Choose optional subjects which you wish to offer. If you choose a subject with limited seats then you shall get a pop up window which shall ask you to provide more alternatives for the chosen subject. **This step is compulsory**. In case you do not make the required choice then you will not get the desired subject combination. Also, you should note that the subject will be allotted on the basis of students’ merit and availability of seats for a given subject.

Step 8 – Admission Form Part IV

The student is supposed to enter all his previous exam details in the system. Month & Year is to be entered in the following format ‘March-2017’. In place of Seat No. the student can enter his/her Roll Number.

Step 9 – Admission Form Part V

Please fill in guardian information carefully.

In case the guardian has retired or is a house wife then, please mention residential address.

After this step, please print the Pre-Admission Form on A4 size paper and submit the same in the Room No. 107 (First Floor) on the day of admission.

Please note that confirmation of admission and allotment of subject is strictly subject to the discretion of the college.

Those who want to pay fees in the online payment system, they can get a link on the top of the print preview of pre-admission form. Online payment procedure in serial order :- →They should first take a print out of pre-admission form and then they go to online payment link. →Students should pay the fees as per their exact category. →After completion of online transaction, DU number which is received from SBI should be mentioned on college admission form available in Room No.107 on the day of admission and →the print out of SBI online payment receipt should be brought on that day or the SMS received from SBI should be shown on college fees counter. →Collect college fee receipt on the day of admission.

NOTE : In case of any query contact :

College Office on any working day : 022-26141149, 022-26130608

Fee details as per class and category.

Category	XII Arts	XII Com.	XII Sc.	XII MCVC
General	Rs.908/-	Rs.908/-	Rs.1,078/-	Rs.1,650/-
SC / ST / VJNT / OBC / SBC / Ex-Serviceman / F.F. / SST/ Girls	Rs.600/-	Rs.600/-	Rs.700/-	Rs.1,200/-